

JOB TITLE: Deputy Fire Chief
DEPARTMENT: Fire

GRADE: P-33
DATE: November, 03

DEFINITION:

A Fire Department Officer appointed and governed by the Fire Commissioners of the Town of Walpole. Knowledge of the General Laws pertaining to the Fire Department; knowledge of the approved methods and procedures, theory, principles and practices of fire administration and supervision with ability in the practical application of such knowledge in exercising full authority over all members of the department; knowledge of firefighting and life saving methods, equipment and techniques and ability to impart such knowledge in training programs; knowledge of blue prints, site plans, utility maps, and the ability to understand, apply and interpret the information, symbols and legend used on such material; ability to have full responsibility for the efficient administration of the department; ability to maintain and obtain obedience to all rules, regulations and orders governing the Department; accountability and a sense of obligation, responsibility and discipline.

SUPERVISION:

Works under the administrative direction of the Fire Chief, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; consults with Fire Chief only where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

Has regular access at the departmental level to a wide variety of confidential information, including departmental personnel records, client records, criminal investigations, court records, financial records.

Employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

DISTINGUISHING CHARACTERISTICS:

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

1. Establishes policies and writes procedures of daily operation of the Department. Assists in budget preparation, monitors budget expenses in selected areas.
2. In the absence of the Chief of Department has complete authority and responsibility for the operation of the Fire Department.

3. Reviews, preplans and approves operation plans for same.
4. Issues purchase orders for needed supplies and equipment, monitors use of expendable supplies, conducts inventories and keeps records of same.
5. Responsible for maintenance of fire reports, inspection reports, department correspondence.
6. Processes and keeps records of vacation, sick leave and injury leave.
7. Performs administrative and technical firefighting work, assisting in the direction of activities of the Fire Department;
8. acts for the Fire Chief in his absence or as delegated;
9. assists the Fire Chief in coordinating and directing the activities of the Fire Department; directs personnel and maintains departmental efficiency, order, discipline and other personnel matters;
10. responds to fire alarms and directs firefighting operations;
11. directs or performs inspection of buildings for fire hazards;
12. performs related work as required by the Fire Chief
13. Errors and omissions can result in personal injury/loss, delay or loss of service, monetary loss, injury to others, damage to buildings and equipment, and legal repercussions for the town.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

EXAMPLES OF WORK:

1. Conducts inspections of industrial complexes, institutions and places of public assembly.
2. Conducts State required inspection of nursing homes, lodging houses, hotels and schools.
3. Responsible for the inspection of Town owned buildings.
4. Reviews plans for new buildings, attends site plan meetings and makes recommendations on fire protection requirements, approves location of smoke detector systems for residential properties.
5. Carries out inspection of buildings prior to occupancy, issues occupancy certificates, fire alarm installation permits, certificates of compliance for smoke detectors.
6. Issues permits under the authority of the Chief of Department.
7. Inspects blasting operations, fuel oil tank trucks, installation of tanks, both above and underground. Inspects LPG installations.
8. Provides the public with information on fire protection matters, smoke detector locations and location and type of fire extinguishers.
9. Reviews maintenance request forms, assigns repairs and maintenance of apparatus to department mechanic, assigns building repairs to building maintenance department.
10. Inspects department apparatus and equipment, assigns such required maintenance to shift commanders.
11. Inspects buildings to insure overall cleanliness, assigns to various groups such special cleaning details as may be required.
12. Coordinates fire alarm maintenance and repairs with the fire Alarm Division.
13. Develops and implements training; in conjunction with the Training Officer; in administration and special technical services such as fire operations, hazardous materials, fire protection systems.
14. Insures that training schedules are carried out for all personnel by shift officers.
15. Attends designated seminars and classes of instruction.
16. Works with industry and other businesses to assist in developing and implementing in-house training programs.

DESIRABLE QUALIFICATIONS:

Education and Experience: Bachelor's degree in fire science, public administration or a closely related field, and three to five (3-5) years of experience in fire or emergency medical service work, three years of which must have been equivalent to the lieutenant or higher, and completion of the Fire Basic Training Academy or equivalent, or an equivalent combination of education and experience.

Knowledge, Skills and Abilities: Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations; Skill in the operation of the listed tools and equipment. Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below.

SPECIAL QUALIFICATIONS:

Must be twenty-one (21) years of age or older at time of hire; Must possess, or be able to obtain by time of hire, a valid State Driver's License with certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state; No felony convictions or disqualifying criminal histories within the past seven (7) years; Ability to read and write the English language; and Ability to meet Departmental physical standards.

TOOLS AND EQUIPMENT USED:

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, department computer system, telephone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day or night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES:

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination. Note: Appointees will be subject to completion of standard probationary period.

New: December, 95

Revised: November, 03